

Campus for Counselors

SS1304-1

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Infinite Campus

Agenda

- Campus Walk-in Scheduler
 - Navigation to Campus Walk-in Scheduler
 - Anatomy of Campus Walk-in Scheduler
 - Scheduling process
 - Reports
- Campus Counseling Module
 - What is Campus Counseling?
 - Getting started
 - Anatomy of Campus Counseling
 - Brainstorming possible uses



Walk-in Scheduler Navigation

1 Search for student and select them

2 Click Schedule tab

3 Click Walk-in Scheduler

The screenshot shows a web application interface for a school system. On the left, there is a search bar with the text "Search for a:" and a dropdown menu set to "Student". Below the search bar is a text input field containing the letter "a" and a "Go" button. A red arrow points from the search bar area to the search results list. The search results list contains a list of student names and IDs, with "09 Aiken, Tiffany M #1154 [05/10/1992]" highlighted by a red box. A red arrow points from the "Schedule" tab in the top navigation bar to the "Walk-in Scheduler" button in the bottom right corner. The main content area displays a table of course information for "Aiken, Tiffany M".

Search Results:

- 09 Aiken, Tiffany M #1154 [05/10/1992]
- 11 Allard, Amber K #1045 [05/16/1992]
- 10 Allard, Lee M #919 [05/26/1992]
- 10 Allard, Mindy C #823 [02/19/1992]
- 09 Allard, Noah A #1046 [07/29/1992]
- 10 Allard, Jr., Kyle J #670 [03/08/1992]
- 10 Allery, Dylan #28 [02/04/1991]
- 11 Allery, Glenda L #167 [07/20/1991]
- 10 Allery, Jaycee L #893 [05/07/1991]
- 11 Allery, Summer M #2593 [01/2/1991]
- 11 Allery, Jr., Nathan #2592 [01/1/1991]
- 11 Amyotte, Shaylee M #651 [11/2/1990]
- 10 Arnell, Cheriah A #8 [02/03/1990]
- 09 Azure, Amy L #182 [01/26/1990]
- 10 Azure, Bineeshi R #2471 [10/0/1990]
- 12 Azure, Christina J #1595 [01/2/1990]
- 10 Azure, Dusty E #913 [02/05/1990]
- 10 Azure, Eric J #1713 [03/22/1990]
- 12 Azure, Heidi #1612 [09/09/1990]
- 11 Azure, Henry H #1659 [05/04/1990]
- 11 Azure, Jamie M #1645 [10/30/1990]
- 12 Azure, Jared W #1698 [07/17/1990]
- 10 Azure, Jesse #1757 [09/06/1990]
- 10 Azure, Kayla L #1733 [08/06/1990]

Student Information: Aiken, Tiffany M
Grade: 08 #1154 DOB: 05/10/1992 Gender: F

Navigation Tabs: Fees, Lockers, Athletics, Reports, Waiver, NASIS, Student Permissions, Check Out Info, FERPA, Summary, Enrollments, **Schedule**, Attendance, Programs, Grades, Transcript, Credit Summary, Assessment

Table - Group by Course (All Terms):

	Term Quarter 1 (08/22/07-10/26/07)	Term Quarter 2 (10/29/07-01/11/08)	Term Quarter 3 (01/14/08-03/20/08)	Term Quarter 4 (03/26/08-05/23/08)
1	1016071-1 Day 1 Scenario 1 gradebook01, BIE Rm: A103		30004-1 English 9-B Brunner, R Rm: A206	
	30003-1 English 9-A Brunner, R Rm: A206			
2	1016072-1 Day 1 Scenario 2 gradebook01, BIE Rm:		31032-3 Physical Science B Laducer, M Rm: A230	
	31031-3 Physical Science A Laducer, M Rm: A230			
HR	35801-258 Home Room Gourneau, J Rm: B105			

Buttons: Back to Grades Summary, Print OR, Choose a report option, Walk-in Scheduler

Anatomy of Walk-in Scheduler

Help text

Search icon

When clicked right-hand window
toggles to section search

Requests window

Toggles to section search

Year: 07-08 School: Turtle Mountain High School Calendar: TMCHS 07-08

Index Search Help

Viewing the Student's Schedule [\[Edit\]](#)

[Print Art...](#)

Path: [Student Information > General > Schedule](#)

The Schedule tab provides a view for all of the student's classes by term and by period in a specific calendar.

The schedule tab shows the course name and course number, as well as the section number. Users can also see the section teacher and the room number. Users can make changes to the schedule using the Walk-In Scheduler tool.

Courses that have been ended will appear with a date below the course. The date will also appear if the student began the class after the beginning of the term. Open class periods will appear with the word EMPTY.

This main page of the schedule is a view-only screen. Changes are made by clicking on the Walk-In Scheduler tool.

Aiken, Tiffany M
Grade: 08 #1154 DOB: 05/10/1992 Gender: F

Summary Enrollments **Schedule** Attendance Programs Grades Transcript Credit Summary Assessment Behavior Transportation

Table - Group by Course (All Terms) [Back](#) [Search](#)

Effective Date: Terms: ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3	1016073-1 Day 1 Scenario 3	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY
6	32702-5 Drivers Education	32702-5 Drivers Education	35803-56 Independent Study	35803-56 Independent Study

Save Reqs Clear Reqs Get Sched Reqs

Team: Requested Units: (26/32)

@	Course #	Course Name	Sn#	Type	Lock
@	30003	English 9-A	1	R	<input type="checkbox"/>
@	30004	English 9-B	1	R	<input type="checkbox"/>
@	30504	Reading/Study Skills	8	R	<input type="checkbox"/>
@	31031	Physical Science A	3	R	<input type="checkbox"/>
@	31032	Physical Science B	3	R	<input type="checkbox"/>
@	31571	Pre Algebra A	5	R	<input type="checkbox"/>
@	31572	Pre Algebra B	5	R	<input type="checkbox"/>
@	32059	Geography A	3	R	<input type="checkbox"/>
@	32501	Physical Education		R	<input type="checkbox"/>
@	32702	Drivers Education	5	R	<input type="checkbox"/>
@	32801	Health	56	R	<input type="checkbox"/>
@	35803	Independent	64	R	<input type="checkbox"/>

Done

Anatomy of Walk-in Scheduler

Removes all saved requests

Creates requests from student's current schedule

The screenshot shows the Walk-in Scheduler interface. At the top, there are three buttons: 'Save Reqs' (with a floppy disk icon), 'Clear Reqs' (with an 'X' icon), and 'Get Sched Reqs' (with a clipboard icon). Below these buttons, it says 'Requested Units: (14/80)'. Underneath is a table with the following columns: '@', 'Course #', 'Course Name', 'Sn#', 'Type', and 'Lock'. The table contains six rows of course requests. Red arrows point from external text labels to specific parts of the interface: one from 'Removes all saved requests' to the 'Clear Reqs' button; one from 'Creates requests from student's current schedule' to the 'Get Sched Reqs' button; one from 'Requested Units: (14/80)' to the units text; one from 'Triggers manual placement' to the '@' symbol in the first row; one from 'Blocks Requested/Blocks required to fill schedule' to the units text; and one from 'Type-' to the 'Type' column header.

@	Course #	Course Name	Sn#	Type	Lock
@	0503	Child Development 1		R ▼	
@	0505	Interior Design & Housing		R ▼	
@	1007	English 9-1		R ▼	
@	1008	English 9-2		R ▼	
@	1103	Painting I		R ▼	
@	1110	Art of Photography		R ▼	

Triggers manual placement

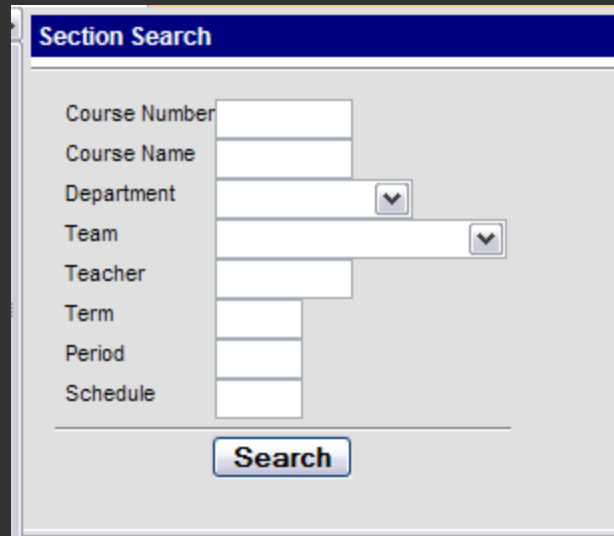
Blocks Requested/Blocks required to fill schedule

Type-

R- Required
E- Elective
A- Alternate

Anatomy of Walk-in Scheduler

Clicking search icon produces this view in right-hand window



A screenshot of a 'Section Search' dialog box. The dialog has a blue title bar with the text 'Section Search'. Below the title bar, there are several input fields for search criteria: 'Course Number', 'Course Name', 'Department', 'Team', 'Teacher', 'Term', 'Period', and 'Schedule'. The 'Department' and 'Team' fields have dropdown arrows on their right sides. At the bottom of the dialog, there is a 'Search' button.

Field	Type
Course Number	Text
Course Name	Text
Department	Text with dropdown
Team	Text with dropdown
Teacher	Text
Term	Text
Period	Text
Schedule	Text

Search

Anatomy of Walk-in Scheduler

Load sections based on request, will not load alternate request

Unloads all sections, except locked sections

Drops all classes for an effective date

Restores schedule based on an effective date

Searches for sections of courses using specific criteria

Table - Group by Course (All Terms) ☒ Back to Grades Summary Print Out

Load Unload End Restore Search

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
	30003-1 English 9-A	30003-1 English 9-A		
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
	31034-3	31034-3		

Process

- Loading Requests
 - Enter by course number or
 - Use Request Wizard, then
 - Load in requests
- Fill empty time slots
 - Click @ on courses that didn't load to see when offered
 - Notice manual mode: add/replace/drop add options
 - Click EMPTY to see courses available during open times or search for specific courses



Loading Requests

3 Load

2 Save

1 Enter request

Table: Group by Course (All Terms) [Back to Grades Summary](#) [Print OR](#) Choose a report option [Walk-in Scheduler](#)

☐ Load ☐ Unload ☐ End ☐ Restore Search

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1	1016071-1 Day 1 Scenario 1	30004-1 English 9-B	30004-1 English 9-B
	30003-1 English 9-A	30003-1 English 9-A		
2	1016072-1 Day 1 Scenario 2	1016072-1 Day 1 Scenario 2	31032-3 Physical Science B	31032-3 Physical Science B
	31031-3 Physical Science A	31031-3 Physical Science A		
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3	1016073-1 Day 1 Scenario 3	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
	32801-56 Health	32801-56 Health		
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY

Team: Requested Units: (26/32)

Course #	Course Name	Sn#	Type	Lock
@ 30003	English 9-A	1	R	<input type="checkbox"/>
@ 30004	English 9-B	1	R	<input type="checkbox"/>
@ 30504	Reading/Study Skills	8	R	<input type="checkbox"/>
@ 31031	Physical Science A	3	R	<input type="checkbox"/>
@ 31032	Physical Science B	3	R	<input type="checkbox"/>
@ 31571	Pre Algebra A	5	R	<input type="checkbox"/>
@ 31572	Pre Algebra B	5	R	<input type="checkbox"/>
@ 32059	Geography A	3	R	<input type="checkbox"/>
@ 32501	Physical Education		R	<input type="checkbox"/>
@ 32702	Drivers Education	5	R	<input type="checkbox"/>
@ 32801	Health	56	R	<input type="checkbox"/>

Filling Empty Time Slots

- Clicking @ icon next to course displays sections in 3 possible colors
 - Yellow**- Section is already scheduled
 - Blue**- Section is available to be scheduled
 - Red**- Section is full

Table - Group by Course (All Terms) Back to Grades Summary Print OR Choose a report option Walk-in Scheduler

Load Unload End Restore Search

Effective Date Terms 1 2 3 4

Manual Mode Add Click a blue or red highlighted cell to place the section using the manual mode options.

Save Reqs Clear Reqs Get Sched Reqs

Team: Requested Units: (26/32)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3 32801-56 Health	1016073-1 Day 1 Scenario 3 32801-56 Health	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills

@ Course #	Course Name	Sn#	Type	Lock
30003	English 9-A	1	R	
30004	English 9-B	1	R	
30504	Reading/Study Skills	8	R	
31031	Physical Science A	3	R	
31032	Physical Science B	3	R	
31571	Pre Algebra A	5	R	
31572	Pre Algebra B	5	R	
32059	Geography A	3	R	
32501	Physical Education		R	
32702	Drivers Education	5	R	
32801	Health	56	R	
35803	Independent	64	R	

Filling Empty Time Slots

- Clicking on one of the colored boxes schedules the student in one of three manual modes
 - Add: Section added to schedule
 - Will allow more than one class in a period
 - Replace: Existing section in period is replaced
 - Use only if the student never attended the other section
 - Drop & Add: Existing section end dated and new section added
 - Requires effective date to be entered
 - The effective date is start date/drop date

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	1016071-1 Day 1 Scenario 1 30003-1 English 9-A	30004-1 English 9-B	30004-1 English 9-B
2	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	1016072-1 Day 1 Scenario 2 31031-3 Physical Science A	31032-3 Physical Science B	31032-3 Physical Science B
HR	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room	35801-258 Home Room
3	1016073-1 Day 1 Scenario 3 32801-56 Health	1016073-1 Day 1 Scenario 3 32801-56 Health	30504-8 Reading/Study Skills	30504-8 Reading/Study Skills
4	32059-3 Geography A	32059-3 Geography A	32503-2 Fitness for Life	32503-2 Fitness for Life
5	35803-64 Independent Study	35803-64 Independent Study	EMPTY	EMPTY
6	32702-5 Drivers Education	32702-5 Drivers Education	35803-56 Independent Study	35803-56 Independent Study
7	31571-5 Pre Algebra A	31571-5 Pre Algebra A	31572-5 Pre Algebra B	31572-5 Pre Algebra B

Filling Empty Time Slots

- Click EMPTY to search available courses
- Search displays sections with
 - seats taken
 - teacher name
 - meeting terms
 - Periods
 - Schedules
 - number of students with locked IEP
- Classes in **red** are full
 - Can be overloaded if user has rights
- Click on a course to add
- Click Student Request to return to request list

A	32503-2 Fitness for Life	32503-2 Fitness for Life
nt Study	EMPTY	EMPTY
ication	35803-56 Independent Study	35803-56 Independent Study
	31572-5	31572-5

Section Search

Course Number

Course Name

Department

Team

Teacher

Term

Period

Schedule

Quarter

5

Search

30004 English 9-B

30004-7 (21/25) Brunner, R T:Quarter 3-Quarter 4 P:5 IEF

30012 English 10-B

30012-5 (22/25) Larocque, R T:Quarter 3-Quarter 4 P:5 IEF

30022 English 11-B

30022-4 (19/25) Redding, M T:Quarter 3-Quarter 4 P:5 IEF

30042 English 12-B

Walk-in Scheduler Reports

- Teacher schedules
- Student schedules



What is the Campus Counseling Tool?

- Simple method of giving counselors a way to track students
 - Track conversations and meetings
 - Assemble teams
 - Produce documents to share with a team



Getting Started

- Counselors need
 - Tool rights access
- Optional
 - System administrator to load form(s)
 - A team willing to collaborate
- Start small
 - One student
 - Contact Log



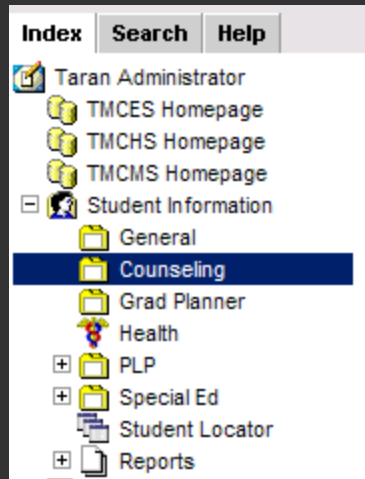
Technical Requirements

- For school counselor
 - Tool rights to Student Information>Counseling (RWAD)
 - “Counselor” checked on Census>People>District Assignment
- For teacher, if desired
 - Tool rights to Student Information>Counseling
 - R (Read) is recommended
- Student with
 - Schedule
- If forms are to be used
 - Must be created
 - FDF tools and experience required
 - Uploaded by System Administrator
 - Path: System Administration>Counseling>Form Documents



Anatomy of Campus Counseling Module

Navigation



Anatomy of Campus Counseling Module

Summary tab

ADAMS, COREY H ECE

Grade:01 #1418739 DOB:01/11/2004 Gender:M

Summary Team Members Documents ContactLog

Print

Person Information

PersonID	6011		
Name	ADAMS, COREY HENRY	Nickname	
Gender	M	Race Ethnicity	White
Birth Date (Age: 4)	01/11/2004	No Image Available	
Student Number	1418739		
Person GUID	E659220B-9C14-4C09-B231-7BFF7F73AD0B		
Comments			

Mailing Addresses

Primary Address	71 KY 11 RD , FLAT LICK KY 40935	Map
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Household **Primary


Household Phone	(555)342-3422			
Address	71 KY 11 RD , FLAT LICK KY 40935 Map			
Name	Relationship	Enrollment (grade)	Phone(s)	Email
ADAMS, COREY H	Self	08-09 FLAT LICK ELEMENTARY (01)		
PATTERSON, AMIE	MOTHER, NATURAL/ADOP			

Anatomy of Campus Counseling Module

Team Members tab

ADAMS, COREY H  ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M

Summary **Team Members** Documents ContactLog

☐ Find & Link New Team Member ☐ Enter New Team Member ☐ New Counselor  Print Active Only  Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
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Anatomy of Campus Counseling Module

Add Counselor first

ADAMS, COREY H ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M

Summary **Team Members** Documents ContactLog

Save Delete Find & Link New Team Member Enter New Team Member **New Counselor** Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name
------------	----------	-------	------

Fetch Classroom Teachers

Counselor Detail

Start Date

End Date

Counselor
Choose the counselor
Choose the counselor
HAMPTON, DONNA

Comments

Anatomy of Campus Counseling Module

Optional – fetch classroom teachers

ADAMS, COREY H ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M Counselor:HAMPTON, DONNA

Summary **Team Members** Documents ContactLog

Find & Link New Team Member Enter New Team Member New Counselor Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
01/09/2009	05/14/2009	Teacher	FISHER, TINA	View-Only
01/09/2009			HAMPTON, DONNA	counselor
08/02/2007	05/28/2008	Teacher	HELTON, TAMMY	View-Only
08/02/2007	05/28/2008	Teacher	PHILPOT, SHAWNA	View-Only
08/02/2007	05/28/2008	Teacher	ROARK, CATHY	View-Only
08/02/2007	05/28/2008	Teacher	SMITH, JACKIE	View-Only

Fetch Classroom Teachers

- Adds all teachers from student's schedule
- Start/end dates default to calendar
- View-only access
- Editable

Anatomy of Campus Counseling Module

Optional - add team members next

ADAMS, COREY H ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M Counselor:HAMPTON, DONNA

Find & Link New Team Member Enter New Team Member New Counselor Print Active Only Print All

Start Date	End Date	Title	Name	Role
01/09/2009	05/14/2009	Teacher	FISHER, TINA	View-Only
01/09/2009			HAMPTON, DONNA	counselor
08/02/2007	05/28/2008	Teacher	HELTON, TAMMY	View-Only
08/02/2007	05/28/2008	Teacher	PHILPOT, SHAWNA	View-Only
08/02/2007	05/28/2008	Teacher	ROARK, CATHY	View-Only
08/02/2007	05/28/2008	Teacher	SMITH, JACKIE	View-Only

Fetch Classroom Teachers

Find New Team Member

Census Role

Classroom Teachers

Advisor Staff

Add Team Member

Household members

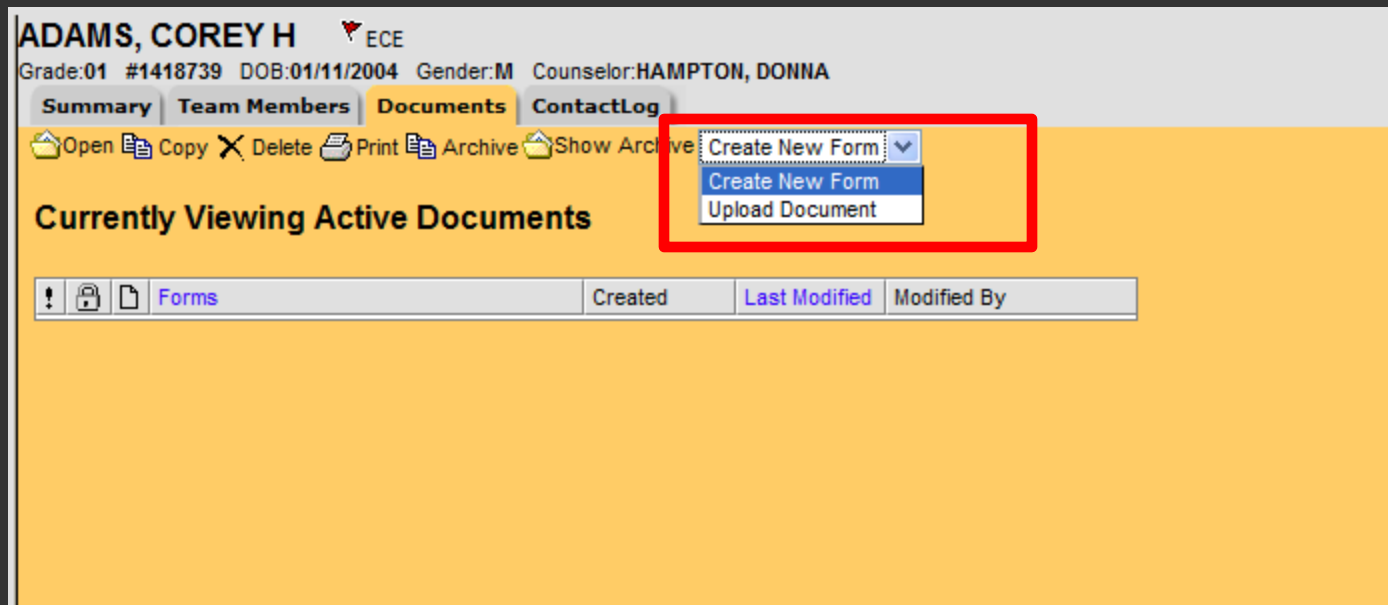
Have district assignment "Teacher" and have student in a section

Have district assignment "advisor"

Click to save


Anatomy of Campus Counseling Module

- Optional - add documents
 - FDF's
 - Creation tools required (Word and full version of Acrobat)





Anatomy of Campus Counseling Module

Contact Log tab

ADAMS, COREY H  ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M Counselor:HAMPTON, DONNA




Summary **Team Members** **Documents** **ContactLog**

 New  Print

ContactLog Editor

Date	Staff Name
01/09/2009	System Administrator

Chatted in the hall. Told Corey to keep



Anatomy of Campus Counseling Module

Creating Contact Log entries

ADAMS, COREY H ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M Counselor:HAMPTON, DONNA

Summary Team Members Documents **ContactLog**

Save Delete **New** Print

ContactLog Editor

Date	Staff Name
01/09/2009	System Administrator

Chatted in the hall. Told Corey to keep

ContactLog Detail

Date: 01/09/2009

Contact Type: In Person

By: System Administrator

Contacted: Sys Admin

all. Told Corey to keep going with the Nintendo - he'll
campus Sys Admin one day.

Anatomy of Campus Counseling Module

Example Contact Log entry

ADAMS, COREY H ECE
Grade:01 #1418739 DOB:01/11/2004 Gender:M Counselor:HAMPTON, DONNA

Summary **Team Members** **Documents** **ContactLog**

Save Delete New Print

ContactLog Editor

Date	Staff Name
01/09/2009	System Administrator
Chatted in the hall. Told Corey to keep	

ContactLog Detail

Date: 01/09/2009

By: System Administrator

Contact Type: In Person

Contacted: Sys Admin

Text: Chatted in the hall. Told Corey to keep going with the Nintendo - he'll make a great Campus Sys Admin one day.

Anatomy of Campus Counseling Module

Finding students as a Counselor

Index Search Help

Search for a:

Student

Go

Advanced Search >>

Campus Search

Search for a record being tracked in Campus Counseling other than the current (Example: A student being tracked by another counselor). You may search school-wide.

Student Search

Last Name

First Name

Student Number

SSN

Grade

Birth Date

Gender

StateID

NASIS ID

Person ID

Special Ed

Status

Setting

Disability

Counselor

☒ Students that you are Counseling

Effective Date: 10/30/2007

Search

Index Search Help

Search for a:

Student

a

Go

Advanced Search >>

Search Results: 3

01 Allard, Billy J #2586 [03/01/2001]

04 Allard, Noah T #2584 [02/03/1998]

02 Allard, Shania L #2585 [08/01/2001]

Counseling tool does not produce a caseload. Advanced search is the method to use.

Teachers who are on teams access student using restricted search and clicking on Counseling tool

Supporting Teams with Documents

- Forms are required for documents
 - System administrator must load them in advance
- System administrator manages access rights of team
- Team members can include
 - Teachers
 - Advisory staff
- Document is shared live among all team members
 - Updates are always available



Brainstorming Possible Uses for Campus Counseling

- What do you think?



Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
 - In your district
 - At Infinite Campus

